

Review of Performance: (CA095/P4, Fall 2013, 25) MWF  
 Submitted by: Mary Nolan

SLO#	Program SLO#	I, D, M	Reflection/Comment
1.1 Identify computer ergonomics and apply correct ways to use the computer to avoid personal injury and damage to the hardware.		I	Unit exam, Mid-Term  17out of 25 Passed
1.2 Identify the basic hardware components: <ul style="list-style-type: none"> <li>• Monitor,</li> <li>• Keyboard,</li> <li>• Mouse,</li> <li>• System Unit (CPU),               <ul style="list-style-type: none"> <li>• Hard drive,</li> <li>• RAM,</li> <li>• ROM,</li> <li>• CD/DVD drive,</li> </ul> </li> <li>• Microphone,</li> <li>• Speakers,</li> <li>• Printer,</li> <li>• USB flash drive,</li> <li>• CD/DVD,</li> </ul> <p>in order to differentiate among components for input – processing – output and storage devices.</p>		I	Unit exam, Mid-Term  17 out of 25 Passed

<p>1.3 Name the two types of software:</p> <ul style="list-style-type: none"> <li>• Operating system and</li> <li>• Application software</li> </ul> <p>and construct examples of the operating system and application software by listing the examples under each category and describe their functions appropriately.</p>		I	<p>Unit exam, Mid-Term</p> <p>17 out of 25 Passed</p>
<p>1.4 Explain Windows desktop Icons environments: file, folders, programs and perform basic file management on desktop or USB flash drive by creating, naming, renaming, and deleting files or folders in order to find or locate files/ folders effectively.</p>		I	<p>Unit exam, Mid-Term</p> <p>17 out of 25 Passed</p>
<p>1.5 Explain the internet and the world wide web in order to communicate and find information electronically by using Mozilla Firefox or Internet explorer, search engines, and COM-FSM Web mail.</p>		I	<p>Hands-on exercises and Projects</p> <p>23 out of 25 Passed</p>
<p>2.1 Construct professional looking documents using MS Word features properly:</p> <ul style="list-style-type: none"> <li>• Selecting the correct ribbon</li> <li>• Opening and saving an existing document</li> <li>• Inserting, deleting, and selecting text</li> <li>• Checking spelling and grammar and using the thesaurus</li> <li>• Previewing and printing a document</li> <li>• Creating and saving a new document</li> <li>• Creating list</li> </ul>		D	<p>Quizzes, Projects, Assignments and Mid-Term</p> <p>19 out of 25 Passed</p>

<ul style="list-style-type: none"> <li>• Changing document margins and setups (orientation or portrait)</li> <li>• Applying paragraph and character formatting with proofreader's mark</li> <li>• Finding and replacing text</li> <li>• Selecting similarly formatted text with painting formats</li> <li>• Moving and duplicating text</li> <li>• Inserting page breaks, section break, and page numbers</li> <li>• Inserting header and footer, footnotes</li> <li>• Creating and formatting a table and a report cover page</li> <li>• Citing Sources</li> <li>• Creating a Personal-Business Letter</li> <li>• Creating letter with envelope and return address</li> <li>• Adding bullets and numbered list with special text effects</li> <li>• Inserting clip art, text boxes and page border.</li> <li>• Adding footnotes</li> </ul>			
<p>3.1 Construct professional looking spreadsheet by using the following features in MS Excel:</p> <ul style="list-style-type: none"> <li>• Opening, renaming, and saving a workbook</li> <li>• Moving around the worksheet and selecting in a worksheet</li> <li>• Entering text and numbers</li> <li>• Formatting a worksheet</li> <li>• Sorting data</li> </ul>		D	<p>Quizzes, Projects, Assignments and Mid-Term</p> <p>18 out of 25 Passed</p>

<ul style="list-style-type: none"> <li>• Previewing and changing page setup option in a spreadsheet</li> <li>• Filing range with a numbers</li> <li>• Editing data</li> <li>• Filtering, copying, and pasting data</li> <li>• Entering formula and using the SUM, MIN, MAX, and AVERAGE functions</li> <li>• Using the LOOKUP, TODAY, and NOW functions</li> <li>• Adding and removing temporary subtotals</li> <li>• Adding borders, fill colors and indenting cell</li> <li>• Entering budget formulas</li> <li>• Use round function</li> <li>• Perform a what-if analysis</li> <li>• Creating and formatting chart</li> <li>• Adding text box</li> </ul> <p>Creating a linking formula</p>			
<p>4.1 Create and deliver professional looking slide show with multiple slides exercising the use of the following features in MS PowerPoint:</p> <ul style="list-style-type: none"> <li>• Creating, naming, and saving a new presentation</li> <li>• Adding and editing slide text</li> <li>• Inserting new slides</li> <li>• Applying theme</li> <li>• Navigating slides and running a slide show</li> <li>• Previewing and printing a presentation</li> <li>• Applying a customized theme</li> <li>• Inserting and resizing clipart</li> <li>• Drawing text boxes and shapes</li> <li>• Grouping, Distributing, and aligning slide object</li> </ul>		M	<p>Hands-on Project and Presentation</p> <p>21 out of 25 Passed</p>

<ul style="list-style-type: none"> <li>• Deleting and repositioning slides</li> <li>• Applying theme from other presentation</li> <li>• Working with slide master and slide footer</li> <li>• Adding video and audio to slides</li> <li>• Adding transition effects and setting up a slide show</li> <li>• Creating and modifying graphics</li> <li>• Inserting picture as the slide background</li> <li>• Applying customized animation effects and using slide show controls</li> <li>• Grouping and ungrouping formatting worksheet and copy and paste from excel into PowerPoint</li> <li>• Creating text and action button hyperlinks</li> </ul> <p>Adding speaker notes.</p>			
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**Additional observations:** (recommendations that might involve more than one division, or wider approval than the instructor making changes in the course. Ex: Making the course writing intensive. This is not a college policy as yet.

**Special comments:** explanations on course grading, opportunities to achieve outcomes, how many students receive an A, B, C, etc.

A	2
B	9
C	10
D	3
F	1
Total	25

**Recommendations:** any changes needed to improve student learning

Signature: Mary Nolan

Date:12/13/2013

Name typed, position

Please check which of the following were assessed in this course:

**Institutional Learning Outcomes:**

COM-FSM graduates will demonstrate that they can:

- a. communicate effectively
- b. employ critical thinking [*& problem solving*]
- c. possess specific knowledge and skills in a major discipline or professional program of study
- d. take responsibility and develop skills for learning
- e. interact responsibly with people, cultures, and their environment